

**Title:** Local Agency Staff Orientation and Training

**Purpose**

All local agency staff will complete training appropriate to their job positions.

**Authority**

7 CFR 246.7

**Policy**

Local agency staff will receive training on basic nutrition, the nutritional needs of the populations WIC serves, breastfeeding promotion and support and the VENA approach to provision of nutrition services. Information on module completion and completion of viewing the Montana WIC VENA Training DVD will be kept on file at the local agency for review. The Local Training Coordinator (LTC) will submit documentation of completion of modules and VENA training to the State Nutrition Coordinator. Contracted WIC Programs also need to keep on file supporting documentation that training has occurred.

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**I. WIC CBT Modules**

- A. All WIC staff who provide direct services to participants will successfully complete the WIC CBT modules on the following topics within six months of employment:
- B. Breastfeeding Promotion and Support (At a minimum, complete task appropriate sections)
- C. Basic Nutrition.

**II. Anthropometric Module**

- A. All WIC staff weighing and measuring participants and performing hematological testing will successfully complete the Anthropometric modules.

**III. Breastfeeding Module**

- A. All WIC staff providing breastfeeding education will successfully complete the Breastfeeding module prior to provision of breastfeeding education.

**IV. WIC Aides will complete other modules based on job responsibilities**

- A. WIC Aides may provide low-risk nutrition education upon successful completion of the modules listed below. The LTC is responsible to oversee the content of the information provided.
  - 1. Basic Nutrition;
  - 2. Pregnancy;

3. Infant Nutrition;
4. Toddler and Preschooler Nutrition.

B. WIC Aides may teach classes after successful completion of the Basic Nutrition module and the module specific to the topic of the class. Training must be provided prior to the teaching of the class by the LTC or designee.

**V. Modules Completion**

A. WIC CPA's will successfully complete all modules listed above within the first six months of employment. WIC Aides will successfully complete all modules listed above within the first year of employment.

**VI. Module Post Tests**

A. Copies of module post tests and record of module completion will be kept on file at the LA for review. The LTC will submit documentation of completion of modules to the State Nutrition Coordinator.

**VII. VENA Training**

A. All WIC staff providing nutrition education will complete the viewing of the Montana WIC VENA Training DVD prior to provision of nutrition education.

B. All other WIC staff with direct participant contact will complete the viewing of the Montana WIC VENA Training DVD within the first three months of employment.

C. The LTC will submit documentation of the completion of the WIC VENA training to the State Nutrition Coordinator.

**VIII. M-SPIRIT Training**

A. All WIC staff will complete the on-line M-SPIRIT training modules prior to providing WIC services